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Edit Requisition - Review and Submit

Review the item information and submit the req for approval.

[My Preferences](#)[Requisition Settings](#)

Requisition Summary

Business Unit	320AD	Procurement and Contracts	Requisition Name	*EXP-VRD_2210 R1 Office Move 2
Requester	STACHOLD	Stacy S Holder-Giddings	Requisition ID	0000028691
*Currency	USD	Accounting Date	Priority	High - Expedite
*Origin	ONL	07/24/2020	Contract Class	Admin Svc

Special/Priority Purchase Types: Pre-Budgeted

Cart Summary: Total Amount 16,198.07 USD

Expand lines to review shipping and accounting details

[Add More Items](#)

Requisition Lines ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details
1	Move Solutionn (To Break Down			1.0000	LOT	16198.0700	16198.07	

☐ TxSmartBuy☐ Select All / Deselect All

Select lines to:

 [Add to Favorites](#) [Add to Template\(s\)](#) [Delete Selected](#) [Mass Change](#)

Total Amount	16,198.07 USD
Pre-Encumbrance Balance	16198.07 USD

Shipping Summary

 [Edit for All Lines](#)

Ship To Location 2210-1794
Address 22 BRIERCROFT OFFICE PARK
SUITE 6
LUBBOCK, TX 79412-3007
Attention To Stacy S Holder-Giddings
Comments

Requisition Comments and Attachments

Enter requisition comments

TrackCode:VRSTARTUP
This is for the integration for R1 Regional Office move. This is for the break down and ship to our Sherman, Texas office for storage until space become available in our warehouse in Austin.
The equipment will go from: 22 Briercroft Office Park, Ste. 6 to 5904 Texoma Pkwy, Sherman, TX

☒ Send to Supplier☐ Show at Receipt☐ Shown at Voucher[Edit more Comments and Attachments](#)

Approval Justification

Enter approval justification for this requisition

[Check Budget](#)[Pre-Check Budget](#)Budget Checking Status: **Valid**[Save & submit](#)[Save for Later](#)[Add More Items](#) [Preview Approvals](#)